

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE ☒
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NO.

RECORDS RETENTION AND DISPOSAL SCHEDULE

TOWSON STATE UNIVERSITY/DIVISION OF ACADEMIC AFFAIRS/COLLEGE OF LIBERAL ARTS/INTERNATIONAL STUDIES PROGRAM

AGENCY		DIVISION
Item No.	Description	Retention
1	STUDENTS File contains records relating to majors and minors and International Studies internships	Retain ten (10) years after graduation of student; then destroy
2	COMMUNICATIONS File contains correspondence with University officers, faculty, external agencies, and individuals	Retain for five (5) years; screen and destroy routine material; transfer to University Archives for permanent retention
3	CURRICULUM/PROGRAM File contains records relating to curricular changes and program requirements	Retain for five (5) years or until superseded, whichever is later; then destroy
4	CREATION OF PROGRAM DOCUMENTS File contains documents related to the creation of the International Studies major/program	Retain permanently
5	HAWKINS SYMPOSIUM File contains records related to planning and implementation of the Hawkins Symposium	Retain permanently

Schedule Approved by Department,
Agency, or Division Representative

4/17/90

Date

Signature

Title

Schedule Authorized by
Hall of Records Commission

8/12/91

Date

State Archivist